

**Summary of the
Program Policy & Structure Teleconference
October 8, 1997**

The Program Policy and Structure Committee convened by teleconference on Wednesday, October 8, 1997. Ms. Pauline Bouchard, Chair, led the meeting. A list of action items is shown as Attachment A and a list of participants is shown as Attachment B.

The committee reviewed the DOD comments from the NELAC III Annual meeting. They are as follows:

On the first page, general comments - second paragraph, "NELAC has the authority to make document changes on both approved and unapproved sections." DOD members recommended that the final printed copy of the document hi-light any changes since the February 1997 meeting and the date the changes were made. The Committee decided that this could be done but that dates would not be shown.

The issue of how the standards are going to accommodate the security needs of defense facilities was discussed. Ms. Marcia Davies stated that if the analytical work is being done in the commercial sector, the agreement between the defense group and the commercial sector laboratories working their program includes the necessary security; ie, a DOD laboratory working on a highly secure project, the laboratory would not be doing NELAC work and would not apply for NELAC accreditation.

On page 2, first paragraph, "Great care should be taken to insure that training programs are adequate." The Committee felt that NELAC has spent a great deal of time and effort putting together training of assessors. The frequency of on-site inspections was also discussed. DOD would like inspections every 4 years. NELAC decided every other year for inspections and that will remain as is.

The question regarding the expertise of AARB members for serving on the board was discussed. It was agreed that this question has been taken care of by the announcement on the bulletin board regarding AARB membership.

The comment on Chapter 6 was referred to the Accrediting Authority Committee.

On page 3, middle paragraph, the "federal department/agency" was recommended as a global change whenever the term "federal agency" is used. It was agreed by the committee that this could be changed.

For purposes of consistency, NELAC should use either accreditation authority or accrediting authority. It was agreed that this would be done and RTI would be asked to make this correction. Also, the definition of "days" should be addressed - either calendar days or

working days. The committee agreed that days would be defined as calendar days and that this definition would be put in the glossary.

Substitution on page 3, Article III, Contributors. DOD suggested that “other persons who are interested in the objectives and activities of NELAC” should be deleted due to the fact the statement is unnecessary, the description of contributors is sufficiently broad to cover this. The Committee agreed that would **not** be changed.

Page 4 of the Constitution, Article IV, Section 2.A.2 - only a State official is eligible for election to the chair-elect. DOD suggested that this be deleted because it is inconsistent with Section 2.A.1 which allows any member in good standing to hold any office and because this has not been adequately explained. The Committee felt that this should **remain as is** because the states should have a leadership role as Chair of the Board and the federal agencies, through EPA, would have the Directors role. It was suggested that a change be made to the statement in Section 2.A.1 to show the exception of the Chair and Chair-elect of the Board being from a state and the NELAC Directorship being from EPA.

Article 4, Section 2.B.2A. Line 1, shall submit one name for each... The Committee stated that this would remain as it - a slate of candidates.

A suggested rewording on appointment to read, “The NELAC chair shall appoint the parliamentarian and other officials as needed to conduct activities not covered by elected officials” was made. This rewording was approved.

In the ByLaws, it was suggested that the use of the words “will” and “shall” be looked at to make sure that their use is consistent through out. Mr. Jerry Parr agreed to do this.

Article IV, Section 1.B. . . the Board shall consider geographic representation. DOD suggested adding “ and organizational” between geographic and representation. The Committee agreed to this change.

Article V, Section 1, it was suggested that the sentence be changed to read, “. . . and appoints other NELAC officials to perform functions not covered by elected offices to serve during his or her term of office.” This was agreed to.

Article V, Section 1, first sentence. It was suggested that “voting members” be changed to “voting participants.” The Committee agreed **not** to make this change.

Article VI, Section 2.B, second sentence, it was suggested that the word “logistic” be changed to “logistical.” The Committee agreed **not** to make this change.

The DOD suggested that Article VI, Section 5, second sentence, “The NELAC Chair may appoint Voting Members or Contributors in any combination, as the need arises or NELAC requests” should be deleted. The Committee, after discussion, agreed that the last sentence in this

section should be deleted and that the second sentence would remain as is.

Article VII, Section 1.B.1, second sentence, “. . .individual is no longer an employee of the State.” should be changed to “. . .individual is not longer an employee of applicable governmental organization.” This change was agreed to.

It was agreed to insert the word “the” before the word “eight” in the first sentence of Article 7, Section 1.B.2.

Chapter 1, Program Policy and Structure:

Section 1.1.1, second sentence should be changed as follows, “. . .environmental laboratory data of known *and documented* quality . . .” This change was agreed to.

Section 1.1.2, second paragraph, second sentence, the word “agencies” would be changed to “federal departments and agencies.” Mr. Jerry Parr pointed out that there were some other grammatical changes in this Section that needed to be made.

Section 1.1.5, first sentence was changed to read, “. . .generate data of known *and documented* quality. . .”

Comment 4., Section 1.4.2 - Scope. DOD suggested clarifying which FIFRA and TSCA testing activities will be covered if GLP labs are not covered by the standards. The Committee decided to leave the wording as is.

Comment 5. Section 1.5 - NELAC Participants. DOD suggested deleting the section because the requirements of participants is covered in section 1.7.4. The Committee agreed to delete the Section.

Comment 6. Section 1.6.2.3.1, last paragraph’s first sentence, “. . .assessment activities to a third party body (assessor body). DOD suggested deleting “body” after “party.” The Committee agreed to this change. Ms. Bouchard agreed to look at this and make the change.

Comment 7. Section 1.6.3, first paragraph’s last sentence, “However, legal requirements within the jurisdiction of a secondary accrediting authority may prevent recognition and acceptance of the primary accreditation.” DOD wanted clarification of this sentence. The Committee agreed that this paragraph has been discussed many time and is an educational issue. Ms. Bouchard will write a footnote example to explain this paragraph.

Comment 8. Section 1.6.5, third sentence, “. . .reports directly to the accrediting authority under which it is operating . . .” DOD suggested deleting the word “directly”. The Committee agreed to this change.

Comment 9. Section 1.7.1 - The Board of Directors. DOD suggested that an additional

member should be added to the Board of Directors to be filled alternately by DOE and DOD since they are the largest single users of environmental testing data in the United States. The Committee will encourage them to make nominations. Ms. Mourrain suggested that Ms. Bouchard make reference to the policy regarding committee members when she prepares a response.

Comment 10. Section 1.7.1, second paragraph's third sentence, "...the committees with issues they must address and may suggest other issues for committee consideration." DOD suggested deleting "and may suggest other issues for committee" and replace with "or take under." The Committee agreed to this.

Comment 11. Section 1.7.1, second paragraph's last sentence, "...should be directed to the committees through the chairs." DOD suggested that "respective" be inserted between "the" and "chairs". The Committee agreed to change the sentence to read, "...should be directed to the committees through their respective chairs."

Comment 12. Section 1.7.1 - The Accrediting Authority Review Board. DOD suggested there is a need to include the additional criteria for selection. The Committee agreed rewrite this.

Comment 13. Section 1.8.1, second paragraph, last sentence, "...the concurrence of the chairman of the subject committee and the concurrence of the Chair of NELAC." DOD suggested replacing "chairman" with "chair". This change was agreed to.

Comment 14. Section 1.8.2.1, third paragraph's third sentence, "Prior to the annual meeting, the Executive Secretary shall certify the names of the Voting Members and their alternates of the House of Representatives to the Board of Directors." DOD wants the sentence to be rewritten. The Committee stated that this was a credentials issue and is being addressed by the Membership and Outreach Committee.

Comment 15. Section 1.8.2.1, last paragraph's second sentence, "...shall publish the final standards with 90 days following the annual meeting." The Committee agreed to change the word "final" to "revised".

Comment 16. Section 1.8.2.2, first paragraph, "...consider and debate on issues, and propose and draft standards or policies . . ." The Committee agreed that this is a grammatical change.

The next meeting will be on October 22, 1997 with a continuation of the DOD comments.

Action Items
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Item No.	Action	Date Completed
1.	Ms. Bouchard will forward additions, deletions and corrections to RTI for incorporation into the standards.	
2.	Ms. Bouchard will forward comments concerning Chapter 6 to the Accrediting Authority Committee.	
3.	Mr. Jerry Parr will look over the ByLaws to see if the use of the words “will” and “shall” are used correctly.	
4.	Ms. Bouchard will write a footnote explaining Section 1.6.3.	
5.	Ms. Bouchard will prepare a response to the DOD comment concerning Section 1.7.1.	

Participants
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